



The Bawburgh School

Information Pack

2017-2018

Headteacher: Miss C. Stedman

Hockering Lane, Bawburgh, Norfolk NR9 3LR
Tel: 01603 742329 E-mail: office@bawburgh.norfolk.sch.uk

Term Dates 2017-2018

Autumn Term First Half	Wednesday, 6 th September to Thursday, 19 th October
Autumn Term Second Half	Monday, 30 th October to Tuesday, 19 th December
Spring Term First Half	Tuesday, 4 th January to Friday, 9 th February
Spring Term Second Half	Monday, 19 th February to Thursday, 29 th March
Summer Term First Half	Monday, 16 th April to Friday, 25 th May
Summer Term Second Half	Monday, 4 th June to Tuesday, 24 th July

School closed for training on 26th February 2018

The School Day

8.35 a.m.	School doors open. "Take 10" P.E. initiative The Headteacher is on the playground in the morning to speak to parents and children before the day begins.
8.45 a.m. to 8.50 a.m.	Registration
8.50 a.m. to 8.59 a.m.	Children arriving late should go to the School Office to register and will be marked as L (Late arrival before the Register has closed)
9.00 a.m. onwards	Children arriving late should go to the School Office to register and will be marked a U (Arrived in School after registration closed)
9.00 a.m.	Assembly/First Session
10.30 a.m.	Break Time
10.45 a.m.	Second session begins
12.30 p.m.	Lunch Break
1.30 p.m.	Afternoon Registration Afternoon session
3.15 pm	End of the school day It is important your child and the school know who is collecting them at the end of the day, or if they have parental permission to walk home. Children being collected by taxi should wait in the Entrance Area.

The Curriculum

"The Bawburgh School is a good school. Pupils are happy and enjoy all aspects of school life"

Ofsted Inspection Report, April 2014

Our school is focussed on raising standards in the basic skills that equip children for their future learning and for life, whilst making sure that learning is broad, rich, fun and relevant for everyone. The Curriculum is the entire planned learning experience in school; this includes the routines and responsibilities children have, as well as their lessons.

At The Bawburgh School, we follow the statutory requirements of the new National Curriculum for Primary Schools introduced in September 2014. Our Reception children follow the statutory requirements of Early Years Foundation Stage Framework.

Wherever possible, our planning uses cross curricular topics alongside discrete subject teaching. Literacy and numeracy skills are taught in discrete daily lessons and staff promote their use in meaningful contexts across the curriculum.

We are also required to teach Religious Education (**RE**) as outlined in the Norfolk Agreed Syllabus. Parents have the right to withdraw their child from RE lessons. At present, no child is withdrawn from these lessons but arrangements can be made if necessary.

Modern Foreign Languages includes Spanish in Key Stage 1 and Years 5 and 6; French is taught in Years 3 and 4.

Children are also taught personal and social skills, mainly through the use of **PATHS** (Promoting Alternative THinking Strategies) programme. This teaches children about expressing their own feelings and about how to get on with people around them. It is taught through assemblies, through specific lessons and through other subjects.

The staff have reviewed the way the curriculum is delivered and the range of activities the children experience. The school aims to be less rigid and respond to the needs and interests of the children as well as ensuring the set curriculum is covered.

"Very positive relationships between staff and pupils provide the foundation of effective learning"

Ofsted Inspection Report, April 2014

Mathematics skills are taught in a dedicated lesson every day. Opportunities to use and apply these mathematical skills are provided across the curriculum.

English is also taught in dedicated lessons with children using literacy skills (speaking, listening, reading and writing) across all areas of the curriculum. Reading is important and parents are encouraged to share a book with their child at home daily. This complements reading undertaken at school both in groups, 1:1 with another adult, and independently. The school follows the "Big Writing" initiative which has had a huge impact on writing standards and achievement.

Science is taught as a separate subject, to ensure children acquire scientific skills, as well as being part of the integrated topics children study.

PE consists of a minimum of two PE lessons each week. These comprise of a range of gymnastics, dance, athletics, games, swimming and outdoor activities.

The remaining subjects are covered through an integrated, joined up topic theme across each year group. Within these, children focus on different areas at different times, as well as learning the skills of being, for example historians or artists. The skills and way children learn are as important as the knowledge they acquire and the children are encouraged to develop good behaviours for learning. Our curriculum encourages understanding environmental issues, British values and being part of the international community.

"Good progress continues through the school because every pupil's levels are monitored closely. As a result, all groups of pupils thrive and do well"

Ofsted Inspection Report, April 2014

Assemblies

There are daily acts of collective worship of a broadly Christian nature, as required by law. These include opportunities to celebrate children's success and to reflect on the aims and values of the school. Parents have

the right to withdraw their child from assemblies and should contact the Headteacher if they wish to do so. At present, there are no children who are withdrawn but suitable arrangements for their supervision will be made if necessary.

Sex and Relationship Education

Many aspects of teaching children about human relationships and living and growing, are covered through Personal and Social Education and the Science National Curriculum. However, some aspects of human changes and development are covered more specifically in Years 5 and 6. Parents are informed in advance when these lessons will be taking place and offered the opportunity to view the videos the lessons are based on in advance. Parents have the right to withdraw their children from these specific lessons, but are strongly encouraged to discuss this decision with the Headteacher so as to achieve the best outcome for their child.

Children with Special Educational Needs

"Pupils with special educational needs make good progress overall because their needs are accurately analysed and the right support provided"

Ofsted Inspection Report, April 2014

Lessons throughout the school are planned to meet the needs of children of all abilities. Teachers and Teaching Assistants work together to support all children in setting and meeting targets, and to achieve their potential. Some children need more support to do this and this is offered in a range of ways. Children receive small group and one-to-one support with specific teaching programmes both within and outside the classroom to support their learning. Other children follow intervention programmes for a short period of time to boost their learning. Parents are consulted and kept informed at all stages in this process.

Children with additional needs or disabilities are not discriminated against in any way in school life. The School has a policy of inclusion.

Details of any aspect of the school's provision for children with Special Needs are available on request from the Special Needs Co-ordinator, Mrs Thompson.

Visits and Visitors

Children's learning and experience are increased by a wide range of visits out of school, both in the local area and further away. Last year these included trips to Norwich Cathedral and How Hill to name but a few. The

children also have the opportunity to join the annual Year 5/6 residential trip which most recently was to Hilltop Outdoor Centre. Visitors to school last year included representatives from the Momo Theatre Group, Bikeability and Traditional Karate. All of these events are explained in the weekly Friday Bulletin.

Class Structure

Puffins: Reception children

Owls: Year 1 children

Flamingos: Year 2 children

Eagles: Year 3 and 4 children

Toucans: Year 5 and 6 children

"Many parents stated that their children had grown enormously in self confidence because of the positive and encouraging school community"

Ofsted Inspection Report, April 2014

Additional Activities

We offer a range of clubs which vary during the year according to the weather and to the demands of the children. These take place over the lunch hour or after school. These have included gardening, PE, badminton, art, music and Sumdog. Details of all clubs are communicated through the weekly Friday Bulletin.

General Information

Newsletters

There is a weekly newsletter that goes home on Fridays with information about school, upcoming events and local activities. In order to reduce our costs and in the interests of being environmentally friendly, we encourage parents to have the Friday Bulletin e-mailed to their home address. However paper copies continue to be available and an up to date Friday Bulletin is always displayed on the Parent Notice Board and the school website.

Sending Money to School

Any money coming in to school must be in a labelled envelope. There is a box available daily in every classroom for children to leave money. Cheques should be made payable to '**The Bawburgh School**'.

Water

Every child has a named bottle which means they can have water at any time during the school day.

Fruit at Break

Free fruit is available for Reception and Key Stage 1 children at break time. It is funded by a grant for healthy eating. Key Stage 2 children may bring a piece of fruit or a healthy eating cereal bar from home for break time if they choose. In accordance with Department for Education's school food standards, chocolate, cake and crisps are not allowed.

We hold a Tuck Shop on Tuesdays and Fridays, with items costing 30p each. Children can choose from items such as cheese on toast, crumpets and slices of French stick with assorted toppings.

Stationery

Children **do not need** to bring a pencil case and stationery in to school. The school will provide them with all the equipment they need. Replacements for lost items are charged at 50p per item. Should children bring their own equipment from home, they are responsible for it at all times.

Toys and Games

Children should not bring toys and games to school. They are very distracting and can cause upset when they are lost or broken. This includes trading cards and sports equipment, such as footballs. Equipment is provided for playtime and wet plays.

School Lunches

"Meals are everything you want them to be, nutritious and tasty"

Ofsted Inspection Report, April 2014

School lunches are available at a cost of £2.20 per day. There is a choice of a standard hot meal, a vegetarian option, a jacket potato or a packed lunch. A salad bar is also available. Dinner money should be paid on a Monday for the week ahead and sent to school in an envelope clearly marked with your child's name and their meal requirements for the week. All school meals are freshly prepared by our Catering Manager, Mr Mills,

who sources local suppliers where possible. The school has achieved Health Norfolk School status. Alternatively, children may bring a packed lunch from home.

From September 2014, all children to the end of Key Stage 1 are offered a free school meal as part of the Government's Universal Free School Meals for Infants programme. Please contact the office for an application form.

If you receive a benefit that gives entitlement to Free School meals for children in any year, please contact the office for an application form.

Arriving Late and Leaving Early

If a child arrives late for school, they must go to the office so that the school secretary can sign them in on the attendance register. If a child needs to leave school before 3.15pm, **they must be collected from school by an adult** who needs to sign them out at the office.

Absence from school

It is very important that children attend school regularly and are on time. There is a clear pattern between under achievement and absence from school. If a child is ill, please let the school know that they will not be in school by 9.30a.m. each morning they are away, by phone (01603 742329) or by e-mail (office@bawburgh.norfolk.sch.uk). If a child is absent to sickness or diarrhoea, they should not come to school for 48 hours. If a child needs time off from school for a medical appointment, a copy of the appointment letter should be sent into school.

The School follows the Costessey Schools Cluster Holiday Policy and absences will not be authorised other than in exceptional circumstances. Please refer to the Fixed Penalty Notice letter to parents regarding poor pupil attendance.

Extended School Provision

- Clive's Breakfast Club
- Breakfast Club
- After School Club

Clive's Breakfast Club is available on Mondays, Wednesdays and Fridays from 8.25 a.m. For just £1, breakfast is provided for children whose parents wish to drop them at school a little earlier.

Breakfast Club is available daily from 7.30a.m. until the start of the school day. The cost is £3 per session which includes breakfast. Payment should be made in advance and sent to the office with a Booking Form.

After School Club is available from the end of school until 6.00p.m. We have a flexible fee structure according to pick up time:

£1.00 until 3.30p.m.

£3.25 until 4.00p.m.

£6.50 until 5.00p.m.

£9.00 until 6.00p.m.

Places must be booked in advance to secure a place. We can also take bookings on a half termly basis or an ad hoc basis. Booking Forms and payment should be sent to the office. Please note that if a child is collected after the session noted on a booking form, parents will be invoiced accordingly.

Contact Numbers

It is important the school has up to date contact numbers for parents in case of emergencies. If any contact details change, please let the school know immediately. If the care arrangements for a child change, e.g. if parents are away on holiday, please let the school know who to make contact with.

Medicines in School

If a child needs on-going medication (e.g. an inhaler), their parent or carer needs to complete a form from the office, so that the staff are aware. Inhalers are kept in the child's classroom. If a child needs antibiotics following illness, parents may come in to school to administer the medication at the appropriate times, or arrangements can be made to supervise self-administration. Please contact the office for further details.

Behaviour

"The behaviour of pupils is good; good systems are used consistently by staff"

"Pupils like the fact they earn rewards. They feel it has helped improve behaviour because they do not like letting one another down"

Ofsted Inspection Report, April 2014

The school recognises good work and behaviour should be rewarded - please see the "Reward System" section for further details.

The school's policy is that all children should be safe and have the right to feel welcome, secure and happy. The school is committed to providing excellent pastoral care and support for children within its community. Children are able to talk to an adult if they have any problems. We operate an open door policy and encourage parents to contact us if they have any concerns. There is zero tolerance to any form of discrimination. The school has adopted Local Authority policies for reporting and dealing with any incidents which cannot be resolved internally.

"Parents are very supportive of the school and many travel a long way to bring their children because they feel their children will thrive"

Ofsted Inspection Report, April 2014

Reward System

Name of Reward	How children receive it	When it is awarded
House Counters	Children receive House counters for providing good answers to a question, being well behaved and showing positive attitudes to learning.	House counters are given daily as appropriate.
Eagles Swimmer of the Week	The swimming teacher chooses a child who has listened to instruction and shown improvement.	In the Celebration Assembly as appropriate during the Autumn and Spring Terms.
Lunchtime and School Club Awards	Children receive a certificate and badge for their good behaviour. The House with the most awards for that week receive 30 House Counters.	Awarded weekly. Recognised in the Friday Bulletin.
Celebrate Success Certificate	Class teachers choose children who have successfully demonstrated one of the Joy Of Not Knowing (JONK) learning behaviours (Reflective, Resourceful, Resilient, Collaborative, Creative and Curious) in their work.	In the Celebration Assembly held each week.
Accelerated Reader	Bronze, Silver, Gold and Platinum badges and certificates for their achievement within the Accelerated Reader Programme	In the Celebration Assembly held each week. Recognised in the Friday Bulletin and on the achievement display board.
Class Attendance Certificates	The class with the highest weekly attendance receives a certificate to display on their classroom door.	Awarded weekly. Recognised in the Friday Bulletin.

<p>Behaviour System</p>	<p>Gold Star sticker and counter - behaviour and/or attitude to learning is outstanding. Silver Star sticker and counter - behaviour and/or attitude to learning is a good example to others.</p>	<p>In the Celebration Assembly held each week. Gold Star children will be mentioned the Friday Bulletin.</p>
<p>End of Year Achievements</p>	<p>Audean Lister Memorial Collins Cup for dance C. M. B. Plate for confronting our fears Leonard Wade Memorial John Curtis Award Garrod's Cup for good attendance Music Award Art Award Rising Star Award Trevor Hedge Award Parish Council Award for achievement House Shield Sports Day Shield Headteacher's Year 6 Award Maths Achievement Awards Literacy Achievement Awards</p>	<p>During the final assembly of the Summer Term.</p>



STAFFING

C.STEDMAN	Headteacher
C.COX	Class Teacher (on maternity leave)
C.EASTERBROOK	Class Teacher
J.HORSFIELD	Class Teacher
C.JOHNSTON	Class Teacher
L.RICHARDSON	Class Teacher
C.SHARPE	Class Teacher
R. THOMPSON	Class Teacher & SENCO
G.DUFFY	Finance Officer
C.HARNDEN	Clerical Assistant
C.WATTON	Secretary
C.BARRATT	Teaching Assistant
C.HARNDEN	Teaching Assistant
C.HOLGATE	Higher Teaching Assistant
K.LISTER	Teaching Assistant
R.LOFTS	Midday Supervisor
H.McGREGOR	Teaching Assistant/Midday Supervisor
D.VINCENT	Teaching Assistant/Midday Supervisor
R.WALLER	Teaching Assistant
C.EDWARDS	Midday Supervisor
R.LOFTS	Midday Supervisor
K.TUMA-FABRICZY	Afterschool Club Supervisor

C.MILLS
S.GOUDIE

Catering Manager
Kitchen Assistant

A.SILLITOE
A.SILLITOE

Caretaker
Cleaner

The *Governors* have appointed these staff because of their high professional standards, both academic and pastoral. Staff are dedicated to keeping up to date with new educational thinking, and committed to developing the individual talents of your child.



THE BAWBURGH SCHOOL GOVERNORS

**LOCAL AUTHORITY GOVERNOR
& Chair of Governors**

Miss. S. Hicks

**CO-OPTED GOVERNOR
& Vice Chair of Governors**

T.B.A.

HEADTEACHER GOVERNOR

Miss. C. Stedman

STAFF GOVERNOR

Mrs. R. Thompson

CO-OPTED GOVERNOR

Mr. T. Henderson

CO-OPTED GOVERNOR

Mr. C. Mills

CO-OPTED GOVERNOR

Mrs. C. Wilson

PARENT GOVERNOR

Mr. A. Walker

PARENT GOVERNOR

Mrs. E. Horsfall

CLERK

Ms. F. Johnston

SCHOOL UNIFORM

WINTER - BOYS

Black school trousers (not jogging bottoms)

White long sleeved school shirt or short sleeved polo shirt (Year R/1/2 only)

Red school sweatshirt

Red fleece - optional

Red reversible fleece/waterproof - optional

WINTER - GIRLS

Black school skirt, pinafore dress or school trousers (not jogging bottoms)

White long sleeved school blouse or short sleeved polo shirt (Year R/1/2 only)

Red school sweatshirt or cardigan

Red fleece - optional

Red reversible fleece/waterproof - optional

SUMMER - BOYS

Black school shorts/trousers

White short sleeved polo shirt - **a polo shirt with school logo is recommended for Health & Safety reasons**

Red school sweatshirt

SUMMER - GIRLS

Black skirt or tailored cropped trousers (please check with school re suitability)

White short sleeved polo shirt - **a polo shirt with school logo is recommended for Health & Safety reasons**

Red school sweatshirt or school cardigan

Blue and white (striped or gingham) dress

P.E. KIT

Navy shorts or navy jogging bottoms

School P.E. T-shirt in your child's house colour

Navy sweatshirt

Gym bag - optional

Trainers - these will also be used at playtimes

Smart black school shoes only for both boys and girls; open-toed sandals are not allowed.

Due to limited storage space, parents are requested their children use school book bags only

Wellington boots to be kept at school for outdoor play during the winter months.

Strictly no make up or nail varnish; jewellery should be restricted to plain stud earrings only in the interests of Health & Safety.

Please have every item named, as School is not responsible for lost property.

Parents will be able to purchase in store or online at Birds, Unit D, 13 Yaxham Road, Dereham NR19 1HB and on line orders can be made at www.schoolwear-uk.com

On-line orders over £50 will be delivered directly to you free of charge; orders under this amount will incur a £4.75 charge but can be delivered to school free of charge for collection. Please quote BAW14 when ordering.